

**CG-18-99**

## **RIGHT TO FILE A DISCRIMINATION COMPLAINT**

All Army civilian employees, former employees, or applicants for employment covered by AR 690-600 are entitled to initiate a complaint of alleged discrimination. Anyone who believes that he/she has been discriminated against because of race, color, religion, sex, national origin, age (40+), physical/mental disability, and/or reprisal in an employment matter, including Equal Pay Act (EPA) complaints subject to the control of the Army, may file an individual complaint of discrimination. The complaint may also be filed for the complainant by an attorney, representing the complainant and designated in writing by the complainant.

Before a formal complaint can be filed, the individual must first present the matter(s) to an equal employment opportunity (EEO) official for the purpose of seeking information on how to proceed. This process is called "intake procedure." The intake procedure involves a determination as to the proper venue for an individual to use to address his/her concern(s) and to advise the individual of the availability of Alternate Dispute Resolution (ADR). In those cases in which ADR is offered, the individual may choose between ADR and the traditional, precomplaint counseling process. The matter(s) must be presented within 45 calendar days from one of the following dates: the date of the matter giving rise to the complaint; the effective date of the personnel action; or the date that the aggrieved became aware, or reasonably should have become aware of the discriminatory event or personnel action.

The EEO counselor's inquiry and ADR are designed to reach a resolution of the aggrieved person's allegations. If resolution is not reached, a formal complaint must be filed within 15 calendar days from the date of receipt of the Notice of Right to File a Discrimination Complaint. The complaint must contain a statement signed by the complainant, or his/her attorney, describing in detail the actions, practices, or issues giving rise to the complaint.

All Army personnel will fully cooperate with and support the EEO counselor in the performance of his/her duties. The EEO counselor will be free of restraint, interference, harassment, coercion, discrimination, or reprisal in connection with the performance of his/her counselor duties.

White Sands is dedicated to the principle that people are our most valuable asset and are entitled to work in an environment free of unlawful discrimination. With this tenet in mind, our position with regards to the complaint process is to protect the integrity of the process and preserve the rights of the individual.

If you need more information regarding the discrimination complaint process or want to discuss an employment issue(s), contact the Office of Equal Opportunity at (505) 678-1291 or DSN 258-1291.

STEVEN W. FLOHR  
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